

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/OTR

DATE: 14 March 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 11
7 - 13 March 1956

SIGNIFICANT ITEMS

None

OTHER ACTIVITIES

1. Overseas Training Support

[Redacted Content]

2. Research and Bibliographies

a. Bibliography on the Near East and Africa. [Redacted] has given his approval on the work completed by the Library Staff. Approximately 100 annotated articles have been compiled.

b. [Redacted] LETS instructor, has requested Library support in the planning of a collection of readings and instructional materials (about 100 titles) for use in the USSR Area Training Course.

c. [Redacted] A&E Staff, has requested Library assistance in selecting materials dealing with [Redacted]. The Library staff has supplied him with selected GUIDE materials.

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3. Printing and Reproduction

a. Catalog of Courses, 1 July 1956 Revision, all catalogs. A number of additions, changes and deletions for the revised issues have been received by ISB. The final artwork of the long-term schedules is being completed by VAS/ISB, and will be completed 21 March.

b. A Great Debate in the National Interest. A manual of selected readings compiled [redacted] ETS instructor, for use as student reading materials in the Area Course on the Near East. Forwarded to PSD/LO for printing of 100 copies.

c. Bibliography on the Central European and Balkan countries (CIA Library Bibliography, No. 40-55). Forwarded to PSD/LO for printing of 200 copies.

d. The Chiefs of the Schools and the faculties should be informed that the Library Staff has the facility and the responsibility for providing assistance in compiling all training bibliographies. It has come to the attention of C/LIB that work on a number of bibliographies has been initiated by the instructors without knowledge being passed to C/LIB. The Library Staff will provide necessary assistance and discuss the requirements of the projected bibliographies to determine whether there is any duplication of effort.

e. C/LIB visited [redacted] PSD/LO, to discuss the binding of periodicals and journals for the A&E Staff and the LETS instructors.

f. C/LIB is currently conducting a survey to determine the degree of actual use made of the Instructors' Guide, and the total requests for Guide materials. A blank questionnaire form has been circulated to all users of the Guide; and this will be followed up by a personal interview in some cases.

g. Human Resources Area Files. C/ISB and [redacted] A&E Staff, met to discuss the HRAF files and their direct application for the A&E Staff. [redacted] made a brief examination of the files in Alcott Hall.

4. Progress on Major Training Aids

a. The Americans Abroad--Germany Display for the LETS/Area Training Staff is approximately 90% completed.

b. The current status on the revision of, and planning of exhibits for the Intelligence Products Exhibit/BOC is as follows:

1) Office of Basic Intelligence. Discussions have been held with representatives of OBI and a preliminary layout is being prepared.

2) Graphics Register-Film Branch Display. A preliminary layout is being prepared for FB/GR consideration.

3) Communist Propaganda Materials Display. A preliminary layout is being completed for the instructors' review. Support by VAS is preparing miscellaneous exhibits. CIA-RDP58-00039A000500040002-1 is continuing.

4) OTR Display. Layouts are being prepared for additional panels to be used in the exhibit.

c. C/ISB met with representatives of the proposed new Agency building planning group, [] to discuss the construction of a small scale 3-D model of the office space and floor layout in the building. VAS/ISB capability for supplying assistance [] was noted, and it was arranged to have [] work directly with C/VAS in the preparation of required items for the model.

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d. The work on the installation of the Language Tape Recording machine [] has been halted, until final arrangements are completed to move the Language Training Unit to Quarters I Bldg.

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5. Training Aids Completed during the Week

a. BS/Basic Orientation. Revised one display unit for the Intelligence Products Exhibit. Design and lettering of miscellaneous cards and signs for one flannel board and one magnet board training aids: Total - 16 cards.

b. BS/Operations Support. Artwork for one illustration.

c. BS/Clerical Orientation. Processed through PSD/LO a total of two 8" x 10" Vu-graph transparencies and 200 copies of student handout materials.

d. IS/IPM. Miscellaneous cards: total - 1.

e. IS/CWC. Artwork and design of four cartoons; processed through PSD/LO for a total of 200 copies each.

f. LETS/Language. Processed through PSD/LO a total of 18 lantern slides for use in the Orientation Lecture Series.

6. Attendance at the Language Film Programs

a. 6 March	French	[]	persons
b. 7 March	German	[]	persons
c. 8 March	Spanish	[]	persons
d. 13 March	Russian	[]	persons

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7. Personnel

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